



MINUTES OF THE MILLVILLE TOWN COUNCIL MEETING
MARCH 15, 2022 @ 7:00 P.M.

1. Call to Order:

Mayor Belinko called the meeting to order at 7:00 p.m. with the **Pledge of Allegiance**. **Present:** Council Members Sharon Brienza, Barbara Ryer, Robert Wisgirda, Pete Michel, Town Manager Debbie Botchie, Town Solicitor Seth Thompson, Town Engineer Andrew Lyons, Administrative Assistant Jennifer Ireland, and Town Clerk Wendy Mardini.

2. Swearing-in of Town Council Members:

Ronald Belinko and Pete Michel were sworn in as Council members by Town Clerk, Wendy Mardini.

3. Town Council Appointments:

Nominations for the following positions were presented as follows:

Mayor - Ronald Belinko - nominated by Council Members Sharon Brienza and Pete Michel - all council members voted unanimously; ***Mayor Belinko asked for a roll call as follows:***

Robert Wisgirda	Yes
Sharon Brienza	Yes
Ron Belinko	Yes
Barbara Ryer	Yes
Pete Michel	Yes
<i>The vote was unanimous 5-0</i>	

Deputy Mayor - Sharon Brienza - nominated by Council Members Ronald Belinko and Barbara Ryer - all council members voted unanimously; ***Mayor Belinko asked for a roll call as follows:***

Robert Wisgirda	Yes
Sharon Brienza	Yes
Ron Belinko	Yes

Barbara Ryer Yes
Pete Michel Yes
The vote was unanimous 5-0

Treasurer - Barbara Ryer - nominated by Council Members Ronald Belinko and Sharon Brienza - all council members voted unanimously; **Mayor Belinko asked for a roll call as follows:**

Robert Wisgirda Yes
Sharon Brienza Yes
Ron Belinko Yes
Barbara Ryer Yes
Pete Michel Yes
The vote was unanimous 5-0

Secretary - Bob Wisgirda - nominated by Council Members Barbara Ryer and Sharon Brienza - all council members voted unanimously; **Mayor Belinko asked for a roll call as follows:**

Robert Wisgirda Yes
Sharon Brienza Yes
Ron Belinko Yes
Barbara Ryer Yes
Pete Michel Yes
The vote was unanimous 5-0

4. **Resolution 22-09 To Set Regular Town Council Meetings** - Town Manager, Debbie Botchie. Discussion, consideration, and possible vote on Resolution 22-09. The Town of Millville's Section 9 of the Charter entitled "Regular and Special Meetings" states: (a) Regular Meetings. The Town Council shall meet regularly during the year. The time and place of each regular meeting shall be set by Council each year at their organizational meeting, but Council shall not hereby be prohibited from rescheduling such meetings from time to time during the year as need arises.

Synopsis: *If approved, Resolution 22-09 will set the second Tuesday of the month for the Town Council's regular meeting.*

Ms. Botchie explained that the Charter states that you must set your Town Council meeting days each fiscal year after the organizational meeting and she has it scheduled for the second Tuesday of the month.

Council Member Bob Wisgirda mentioned the point that some consideration may be necessary in the future to move that date due to possibility of the State making Election Day a holiday for consistency's sake. Ms. Botchie pointed out that the Town of Millville does not recognize Election Day as a holiday at the present time.

Seth Thompson, Esq. clarified that Mr. Wisgirda may want the Council to reconsider the second Tuesday of the month, noting that if we are going to have an election every year, at least one of the months were going to have to be moved to allow for the challenge period on the election. Ms. Botchie pointed out that the Town election is on a Saturday and the organizational meeting cannot be held for 7 days after that, so it does not affect the Town.

Council Member Brienza commented that the Town Council usually meets twice a month, the second and fourth Tuesday and questioned why that is not in the Resolution. Ms. Botchie addressed that by saying that the Charter says that there must be one meeting per month, the second meeting is not scheduled every month.

Council Member Ryer made a motion to approve the Resolution 22-09. The motion was seconded by Council Member Bob Wisgirda.

Mayor Belinko asked for a roll call as follows:

<i>Robert Wisgirda</i>	<i>Yes</i>
<i>Sharon Brienza</i>	<i>Yes</i>
<i>Ron Belinko</i>	<i>Yes</i>
<i>Barbara Ryer</i>	<i>Yes</i>
<i>Pete Michel</i>	<i>Yes</i>
<i>The vote was unanimous 5-0</i>	

5. **Reappointment of Planning & Zoning Commissioners:** Mayor Ronald Belinko

- A. Pat Plocek
- B. Tim Roe

Mayor Belinko made a motion to reappoint Mr. Plocek and Mr. Roe as Planning and Zoning Commissioners. The motion was seconded by Ms. Ryer. ***Mayor Belinko asked for a roll call as follows:***

<i>Robert Wisgirda</i>	<i>Yes</i>
<i>Sharon Brienza</i>	<i>Yes</i>
<i>Ron Belinko</i>	<i>Yes</i>
<i>Barbara Ryer</i>	<i>Yes</i>
<i>Pete Michel</i>	<i>Yes</i>
<i>The vote was unanimous 5-0</i>	

Mr. Plocek and Mr. Roe were not present and will be sworn in at another meeting.

6. **Official Check Signatures of Town of Millville Accounts:** Mayor Ronald Belinko

Mayor Belinko confirmed that the official check signatures for the Town of Millville bank account, and that will be our Town Manager Debbie Botchie, our Treasurer

Barbara Ryer and myself, Mayor Ron Belinko. Those three will be on record as check signers for the Town of Millville.

Council Member Ryer made a motion to approve Town Manager Debbie Botchie, Treasurer Barbara Ryer and Mayor Ron Belinko as the signatories for the Town's bank account. The motion was seconded by Mayor Belinko. Mayor Belinko asked for a roll call as follows:

<i>Robert Wisgirda</i>	<i>Yes</i>
<i>Sharon Brienza</i>	<i>Yes</i>
<i>Ron Belinko</i>	<i>Yes</i>
<i>Barbara Ryer</i>	<i>Yes</i>
<i>Pete Michel</i>	<i>Yes</i>

The vote was unanimous 5-0

7. **Approval of Town Council Meeting Minutes:**

- A. February 8, 2022 Town Council Meeting
- B. February 22, 2022 Town Council Meeting

Council Member Ryer made a motion to approve minutes of February 8, 2022 and February 22, 2022, seconded by Council Member Wisgirda.

8. **Financial Report:** Treasurer, Barbara Ryer

General Fund Revenue - \$125,479.00 - This was up primarily due to building permits, building inspections and Mediacom Franchise Agreement payments.

General Fund Expenditures - \$117,405.00 - Most of this was because of payroll. It had a lot to do with the ARPA funds that did not come out of the Town's money. This came directly from U.S. Treasury Department, and it was required to pay the employees hazard pay via their payroll system.

Restricted Revenue - \$78,153.00 - This was down due to gross transfer tax and economic development income.

Restricted Expense - \$33,417.00 - This was also down due to economic development expenses.

General Interest Income - \$364.00

Restricted Interest Income - \$228.00

Ms. Ryer also announced that another \$250,000.00 CD the Town purchased which brings the amount of CD's up to eight.

Ms. Ryer also asked that once Ms. Botchie completed her ARPA report, that she provides a copy of same to all members of the Town Council.

9. **Administrative Matters:** Town Manager, Debbie Botchie

Ms. Botchie wanted to report that the Bethany/Fenwick Chamber Fire and Ice Festival was a success overall. For the Town of Millville, Friday night was the most successful night with Funsters, and it appeared that all had an enjoyable time. The Fire Department's First Annual Chili Cook-Off was a huge success.

There will be the FY23 budget meeting on March 22, 2022 addressing the first round of discussions. We are going to have Morgan Helfrich here from GMB to give a presentation on the acoustic sound panels for the for the Millville Community Center.

10. **Citizens' Privilege:** None

11. **New Business:**

- A. Discussion, consideration, and possible vote on a final site plan prepared by True North Land Surveying and submitted by Kelley Reynolds, for the expansion of the restaurant known as Shaka Shack. The site is located on Tax Map Parcel (TMP) #134-12.00-353.00 and is zoned C-1 Commercial.

Synopsis: At its meeting held on February 10, 2022, the Planning & Zoning Commission voted unanimously 5-0 to recommend to Town Council to approve the proposed final site plan, with the recommendation of additional landscaping along Rt. 26.

Kelley Reynolds described to the Council the extra landscaping that Planning and Zoning recommended is being installed. Andrew Lyons of GBM commented that the project has met all the requirements of the Town, noting that it is a 41 x 43 foot expansion and the lot size is 4.3 acres. Mr. Thompson asked Ms. Reynolds what the expansion will be used for. She advised that they are expanding the kitchen area, adding indoor seating for customers, additional storage, and sales area.

Council Member Wisgirda made a motion to approve the final site plan submitted by Kelley Reynolds for the expansion of the restaurant known as Shaka Shack, seconded by Council Member Ryer. Mayor Belinko asked for a roll call as follows:

<i>Robert Wisgirda</i>	<i>Yes</i>
<i>Sharon Brienza</i>	<i>Yes</i>
<i>Ron Belinko</i>	<i>Yes</i>
<i>Barbara Ryer</i>	<i>Yes</i>
<i>Pete Michel</i>	<i>Yes</i>

The vote was unanimous 5-0

- B. Discussion, consideration, and possible vote on a final site plan prepared by Karins and Associates, on behalf of Beach Properties, Inc. for the Rt. 26 Town Shoppes (formerly Bethany Bay Town Shoppes). The proposed business will be located at Tax Map Parcels #134-12.00-141.00, 141.01, and 141.02, on the corner of Atlantic Avenue and Railway Road, and zoned C1-Commercial with an existing entrance on Railway Road. The plan proposes to combine the three (3) lots into a single lot, as well as constructing a 5,167.5-square-foot retail space comprised of four (4) units.

Synopsis: At its meeting held September 10, 2020, the Planning & Zoning Commission voted 4-0, to recommend for Town Council the approval the preliminary site plan submitted by Adams-Kemp Associates on behalf of Beach Properties Inc. with the conditions of removing any reference of the thirty-one-thousand (31,000) square feet from the plans and placing in the updated square footage; as well as submittal of a landscaping plan with the species of the plants being planted prior to Final Site Plan review.

Mr. Bob Rosenberger of Karins Engineering spoke on behalf of the applicant. Mr. Rosenberger advised that the landscape plan has been provided, a permit for the entrance has been provided by DelDOT, the Fire Marshal has approved the plans, they have the addressing from the county GIS department and lighting plan for Council's review.

Mr. Andrew Lyons of GBM Engineering addressed the concerns regarding impervious area, the parking lot and setbacks which have been approved. He addressed the fact that the stormwater system was already in and needed no approvals since it was already approved by the Soil Conservation District, therefore meeting all requirements. He mentioned the issue of lighting, pointing out that there will be security lighting in the rear of the building near the doors.

Council Member Ryer said that she was comfortable with the waiver and that they are under the 70% impervious coverage. Council Member Brienza stated for the record that she feels that the corner of Rt. 26 and Railway is horrible but that she would not vote against the plans.

Mayor Belinko commented that he is happy that this is going in and happy with the way it looks, that it will be exciting for the community.

Council Member Brienza made a motion to approve the final site plan submitted by Karins and Associates, on behalf of Beach Properties, Inc. for the Rt. 26 Town Shoppes (formerly Bethany Bay Town Shoppes) as well as constructing a 5,167.5-square-foot retail space comprised of four (4) units. The motion was seconded by Council Member Ryer. Mayor Belinko asked for a roll call as follows:

Robert Wisgirda **Yes**
Sharon Brienza **Yes**
Ron Belinko **Yes**
Barbara Ryer **Yes**
Pete Michel **Yes**
The vote was unanimous 5-0

C. Discussion, consideration, and possible vote on a Town of Millville project at Evans Park with Sussex County regarding a RTT grant. - Debbie Botchie

Synopsis: Sussex County is offering up to \$100,000 in grant funding to be used on public safety, economic development, etc. The amount awarded must be matched by the Town.

Council Member Wisgirda wanted clarification regarding the amount that must be matched. He said that the letter received from the County stated there was a match requirement for any amount over \$100,000.00 and that we are only getting \$100,000.00 so he was questioning any match requirement. While Mr. Thompson acknowledged that he understood what Mr. Wisgirda was pointing out, he believed that it was a mistake in the letter. Mayor Belinko also advised that during the conversations he had at the SCAT meetings, the Town would have to match the \$100,000.00.

Ms. Botchie explained that months ago, two county council members met with her and Lisa Wynn to talk about this possible \$100,000.00 grant that got approved. This money is coming out of the millions of transfer tax dollars. They wanted to know if the Town had a project that was close to “shovel ready.” Ms. Botchie brought up the fact that the parking lot at Evans Park needed to get paved and that project will cost approximately \$300,000.00. She said that she is asking Council if they would approve this matching grant going towards the parking lot paving project. Ms. Botchie also clarified that she would get confirmation from the County regarding the match qualification.

Council Member Wisgirda made a motion to approve the Town project at Evans Park and accepting the \$100,000.00 grant given by the County with the clarification that the Town must meet the grant awarded. The motion was seconded by Council Member Brienza. The motion carried unanimously 5-0.

D. Discussion, consideration, and possible vote on the hiring of a full-time Maintenance Worker for the Town of Millville. - Ron Belinko

Mayor Belinko discussed consideration of a full-time maintenance worker at Evans Park because it is growing, and a part-time worker is not enough to manage the

responsibilities there. He pointed out that the Town Hall staff members cannot continue to do the jobs that are required at the Community Center and do the work they are supposed to do at the Town Hall.

Ms. Botchie advised that she is compiling more information as to what will be expected at that job and call it a maintenance/groundskeeper position. It will eliminate the need for outside contractors, including the need for a landscaper, handy-man, maintenance person, etc. The playground equipment needs to be checked daily, maintenance of the public bathrooms needs to be addressed daily, the lawn care at the new properties that were just purchased along the Dukes Drive need to be maintained. Ms. Botchie advised that she received a price for landscape care at the price of \$31,000.00 and she said that she just cannot accept that. She commented that eventually, after purchasing the equipment that is needed, there will be storage for that equipment on the new property which has a garage. The Town would save money having a maintenance/groundskeeper for all municipal buildings.

Paul DuCott, the part-time parks maintenance worker, commented on the position. He stressed that the park is now in need of a full-time worker, a part-time worker just cannot do the job. He pointed out that the park is getting lots of attention and adults and children are coming in volume. Therefore, the maintenance on the playground equipment is imperative. Right now, Eric Evans, the Town's Code Enforcer, is helping to do maintenance on the equipment and that takes time away from his inspections.

Mayor Belinko acknowledges that the public is asking for more events at the Park and the Town cannot continue to take the Municipal employees and use them as Park employees.

Seth Thompson, Esq. commented that a resolution setting pay will be needed. He further explained that the way the charter is set up Ms. Botchie technically highers and the Council controls the purse strings. Therefore, the Town Manager and Council need to be on the same page to get this done.

Ms. Brienza and Ms. Ryer are both in full agreement of hiring a full-time worker at the Park.

For clarification purposes, Mr. Wisgirda added that this vote is only for the hiring of the position, not agreeing on the salary at this time.

Council Member Brienza made a motion to approve the hiring of a full-time maintenance worker/groundskeeper. The motion was seconded by Council Member Ryer. Mayor Belinko asked for a roll call as follows:

<i>Robert Wisgirda</i>	<i>Yes</i>
<i>Sharon Brienza</i>	<i>Yes</i>

Ron Belinko **Yes**
Barbara Ryer **Yes**
Pete Michel **Yes**
The vote was unanimous 5-0

E. Discussion, consideration, and possible vote on the hiring of a Park and Recreation Administrator (PRA). - Ron Belinko

Mayor Belinko discussed the fact that the Parks and Recreation Commission put together some ideas for this job description along with town manager, Debbie Botchie. Ms. Botchie said that she checked with surrounding towns requesting their job descriptions for this type of position, giving her an idea of what to include. Salary was not a topic and will come at a later date.

Mr. Wisgirda wanted to see this issue tabled to do a cost benefit analysis, noting that there will now be two new full-time employees and is concerned as to what the cost will be to the Town, noting that he thinks things are running smoothly now without them.

Council Member Wisgirda made a motion to table the discussing of a Park and Recreation Administrator. Council did not second the motion.

Council Member Brienza made a motion to approve moving forward with the hiring of a full-time Park and Recreation Administrator. The motion was seconded by Council Member Michel.

Robert Wisgirda **No**
Sharon Brienza **Yes**
Ron Belinko **Yes**
Barbara Ryer **Yes**
Pete Michel **Yes**
The vote was unanimous 4-1

12. **Citizen's Privilege:** Steve Maneri 23759 Pembroke Lane, Millville, DE 19967. Mr. Maneri inquired if there was a specific job description for the Park Administrator yet. Mayor Belinko advised that the Parks and Recreation Commission is working on that description. Mr. Maneri is concerned that there is not enough to keep someone in this position busy.

Mayor Belinko asked Town Clerk, Wendy Mardini, to comment. Ms. Mardini explained that she has spent many hours scheduling park activities including the Christmas Tree lighting, Fire and Ice Festival where there was booking of bands, food trucks, vendors, entertainment for children, coordinating of the Chili Cook-Off with the firehouse, in-person meetings with the Bethany/Fenwick Chamber of Commerce. There will be time spent on the upcoming Earth Day event, Octoberfest/Pumpkin Festival, movies at the park, and individual party bookings at

Evans Park Community Center. Also, there are weekends and evenings that position entails. Ms. Mardini went on to explain that there is a lot of behind the scenes coordinating that needs to be done.

Mayor Belinko read a partial description of the Parks and Recreation Administrator that has been drafted so far.

13. **Announcement of next meeting:** March 22, 2022

14. **Adjournment:** 8:09 p.m.

Council Member Brienza motioned to adjourn, seconded by Council Member Ryer, to adjourn the meeting at 8:09 p.m. The motion carried unanimously 5-0.

Respectfully submitted,

WENDY MARDINI
Town Clerk